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DPD-3381-59

9 June 1959

MEMORANDUM FOR: Clandestine Services Personnel Division

25X1

ATTENTION : CS Panel, Section C

SUBJECT : Assignment of [] to DPD

1. Mr. James Q. Reber, Chief of the Special Requirements Staff, DPD has personally arranged for the assignment of [] to his staff. She will replace [] who is resigning on 26 June 1959.

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2. [] has the special qualifications necessary to handle the demanding requirements of Mr. Reber's office. She has excellent stenographic skills. Her work with the National Indications Center involving:

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- a. Control and dissemination of substantive material
- b. Administrative liaison with other agencies
- c. Arranging meetings of high level representatives of various agencies
- d. Preparing immediate written summaries of conferences and decisions reached at such conferences while conferees are still in session

are all unique requirements for her work with Mr. Reber.

25X1

3. Mr. Reber has been able to do his work with just one assistant because of the outstanding abilities [] possessed and he prefers to continue with only one person provided she has qualifications comparable to []

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4. [] is a GS-09-5 and although the position she is to fill is a GS-08 she was selected because of her qualifications and her availability to us on 15 June 1959. A minimum of two weeks overlap is necessary for her to get the grasp of her new assignment.

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25 YEAR RE-REVIEW

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5. OGI has agreed to her release and has requested that her Service Designation be changed.

6. It is requested that Section C approve:

25X1 a. The change of Career Designation of [] from IC to D

25X1 b. The PRA assignment of [] to the GS-08 position.

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[]
Chief, Personnel Section
DFD-SD/P

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[] ;hr

9 June 1959

Distribution:

0 & 1 - Addressee

1 - Mr. Reber

1 - Pers

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